

DEPARTMENT OF DEVELOPMENTAL SERVICES
JOB OPPORTUNITY
DS RESIDENTIAL PROGRAM SUPERVISOR 1

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on the current Examination List
Location: **Work Site:** Meriden Campus/**Office Location:** Wallingford, CT
Job Posting No: 106668
Hours: Full Time, Hours To Be Determined Between 12P&8:30P, Friday, Saturday, Tuesday, Wednesday, Thursday
Salary: \$2,316.37 Bi-Weekly
Closing Date: **December 30, 2013**

Examples of Duties: This position is responsible for overseeing all the Residential activities on the Meriden Campus including supervising Developmental Services Workers, Supervising Developmental Services Workers and other employees as assigned.

Duties include: Assists in development and implementation of policies, programs, scheduling and operating procedures; directs, coordinates, evaluates and monitors performance of residential program unit including monitoring staff implementation of individual client teaching strategies; confers with staff on routine operational, disciplinary and special problems; evaluates performance of clients and employees in cooperation with assigned staff; conducts in-service training on mental retardation practices and procedures and care of clients; arranges client search parties and coordinates emergency responses; reviews reports of subordinates and prepares periodic operational reports; makes rounds to insure units are clean and safe; may attend interdisciplinary team and administrative meetings; may work with parent and community groups; may counsel clients or employees on problems; may interview candidates for position openings; may be assigned responsibility for orderly operation of facility on a shift; may notify other departments of deficiencies and assist in implementing plans of correction within units; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED:

Special Qualification and Job Requirements Knowledge, Skills And Ability	Considerable knowledge of procedures and terminology involving persons with developmental disabilities; considerable knowledge of modern methods of dealing with persons with developmental disabilities; considerable knowledge of rehabilitative and interdisciplinary process; considerable interpersonal skills; ability to administer activities of a unit; ability to analyze and resolve day to day problems of persons with mental retardation; supervisory ability.
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Experience & Training: **General Experience:** Four (4) years of experience in the care and supervision of persons with mental retardation.

Special Experience: One (1) year of the General Experience must have been in a supervisory capacity at the level of a Supervising Developmental Services Worker 1 or 2.

Substitutions Allowed: College training, preferably in an educational, nursing or social science field, may be substituted for the General Experience on the basis of two (2) years of college education equalling one (1) year of experience to a maximum of two (2) years.

SPECIAL REQUIREMENTS:

1. Incumbent is required to possess and retain a valid Motor Vehicle Operator's license, Public Passenger Endorsement or Commercial Driver's license for designated positions.
2. Incumbent is required to travel.

Physical Requirement: Incumbents in this class must possess physical and emotional health for efficient performance of duties; a physical examination may be required.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DSW Classification Series: Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

Application Procedure for All Other Applicants: Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

All application materials must be received by 11:59 p.m. on the closing date indicated above.

Send application materials to:

Department of Developmental Services — South Region
35 Thorpe Avenue, Third Floor, Wallingford, CT 06492
Attn: Recruiter
Phone: 203-294-5122 Fax: 860-920-3035

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.